

Minutes of the
Gasconade County Soil and Water Conservation District
Regular Board Meeting – USDA Service Center
314 S. Olive, Owensville, MO 65066-1409
Tuesday, February 2, 2016, 6:30 p.m.

Vice-Chairman Mike Haeffner called the regular board meeting to order at 6:30 p.m. Those present were: Vice-Chairman Mike Haeffner, Treasurer Matthew Estes, Member Debra Nowack, Secretary Matt Herring, NRCS District Conservationist Melinda Barch, District Specialist I Craig Doerr, and District Specialist III Diana Mayfield. Chairman Dennis Berger was absent.

Jerry Lairmore, Southern County Commissioner, and DNR District Coordinator Jake Wilson were also present.

The January minutes were reviewed. Melinda Barch noted a correction in regards to the goals; they should be NRCS vs District. Matthew Estes made the motion to approve the minutes with noted change. Debra Nowack seconded the motion. The motion carried 4-0.

The January Treasurer's Report was reviewed. Diana Mayfield made note of the changes in regards to our newsletter mailing requirements. Debra Nowack made a motion to approve the treasurer's report as presented. Matt Herring seconded the motion. The motion carried 4-0.

Matt Herring made a motion to approve the timesheets as presented. Debra Nowack seconded the motion. The motion carried 4-0.

Unfinished Business

- ❖ The Education Seminar was re-addressed and no action was taken.
- ❖ The Board reviewed the Specialist testing for Craig Doerr.
- ❖ The Board was briefed about the new allocation sheet from DNR.

New Business

- ❖ Craig Doerr reviewed the fund status with the board highlighting the conservation contracts that are in the pending column. Diana Mayfield reviewed the time extension request from Terry Jahnsen (Harry Scott Smith – Owner). She had requested the letter in light of the fact that the March Board meeting is after the termination date. Matthew Estes moved to approve his request for either a time extension or an immediate re-application. Debra Nowack seconded the motion. The motion carried 4-0

The Board reviewed the rest of the cost-share requests. Matthew Estes moved to approve the cost-share requests as listed below. Matt Herring seconded the motion. The motion carried 4-0.

New Cooperators

- None

Dm: 02/08/2016

Contracts and Conservation Plans

- CLENS LLC, DSL-5, \$3,575.92, 062-16-0051, and Conservation Plan
- Glen Allen/Lisa Ann Henneke, DSL-44, \$3522.34, 062-16-0055 and Conservation Plan
- Larry/Shari Klekamp, DSP-3.2, \$5,593.00, 062-16-0056 and Conservation Plan

Change Orders

- None

Contract Payments

- Chelten Fricke, N472, \$458.25, 062-16-0037^{Approved by Debra Nowack, 01/07/16}
- Larry/Shari Klekamp, DSP-3.1, \$4501.50, 062-16-0035
- Leroy/Delores (Deceased) Diekmann, DSP-3.2, \$6,239.00, 062-16-0038
- Leroy/Delores (Deceased) Diekmann, DSP-3.3, \$2,427.07, 062-16-0039

Cancellations

- None

- ❖ Melinda Barch presented the NRCS monthly report (see attached). She indicated that she and FSA CED Kate Gerlemann have been looking at possible ECP sites that were damaged by the flooding. Melinda has also had requests for EWP administered by NRCS. EWP requires a sponsor and damages exceeding \$4000. They cannot address levee's that are under the jurisdiction of the COE. Mike Haeffner indicated that he has a "corn stalk wall" on his side of the levy, which is probably 50 yards long. There are three sites in Gasconade and some in Osage and Maries counties. The Gasconade applications are being reviewed; however, the ones in Osage and Maries have been approved. The Board reviewed the attached district staff monthly reports. Mike Haeffner complimented Craig Doerr on his "outstanding" Monthly Report. It was exactly what the Board wished to see.
- ❖ Matthew Estes moved to send \$50 to the Central Region Envirothon. Matt Herring seconded the motion. The motion carried 4-0.
- ❖ Matthew Estes moved to send \$50 to the State Envirothon, transferring it from the National Allocation in the budget. Debra Nowack seconded. The motion carried 4-0.
- ❖ (Commissioner Lairmore left at 7 p.m.)
- ❖ The Annual Meeting was reviewed as being set for April 7th at the Owensville High School at 6 p.m. Jacob Bockting is our guest speaker, along with the videos on the Parks and Soil and Water Tax. Mike Haeffner asked Jake Wilson if DNR was going to provide brochures for the Parks & Soil and Water Tax. He indicated that DNR has a few, but suggested that the Districts have some printed on their own, using administrative funds. Carol's Catering will be providing the meal.

Debra Nowack moved to select Larry Klekamp and family as the Conservation Family Award recipient for this year. Matthew Estes seconded the motion. Motion carried 4-0.

Matthew Estes moved to approve Mike Cook as the recipient of the Volunteer Award as recommended by Diana Mayfield. Matt Herring seconded the motion. Motion carried 4-0.

Matthew Estes moved that Calvin's Distributing receive this year's Partnership Award. Debra Nowack seconded the motion. The motion carried 4-0.


It was decided to try and have the Silent Auction again this year in a continuing effort to raise funds for a new drill. Diana Mayfield did contact Kyle Lairmore in regards to possible grants and he said that the NWTF would be a possibility, however, they have awarded the grants from this past fall already.

- ❖ Melinda Barch presented the Civil Rights and EEO Training to the Board. She indicated that it is a yearly requirement. She reviewed the attached posters, and Title VI – Program Delivery Policy & VII – Employment Policy. The complaint process should begin with an informal request which should be brought to her. If she cannot resolve it, then a formal letter will be sent to Washington, DC, where it will go through 3 stages of processing.
- ❖ The memorandums were reviewed.
 - Memorandum 2016-013, District Staff Progression
 - Memorandum 2016-014, Nutrient Management Plan Requirement for N312 Animal Waste Facilities. Melinda Barch was queried about how the Comprehensive Nutrient Management Plans (CNMPs) would be obtained. She indicated that people could use a Technical Service Provider (TSP) or try to obtain one using the EQIP funding that was available, or the simpler ones could possibly be done in house, as there are a couple of staff members who need to do them to retain their certifications. She indicated that the EQIP funding for CNMP is in a separate funding pool.
 - Memorandum 2016-015, Employee State Stipend Change Requests
- ❖ The following mail was reviewed.
 - Gasconade County Allocation notification
- ❖ The Board reviewed the calendar of events. Melinda Barch indicated that the Contractor's workshop is scheduled for the 17th not the 19th. She then explained who would be there and what would be discussed. She also highlighted the Forage & Beef Conference coming up on February 29th in Cuba.
- ❖ Jake Wilson indicated that they are going to ask the SWCP Commission for a blanket variance to cover any flood damaged practices still under maintenance or in progress. Diana Mayfield asked if this would cover crops, if they were washed out. He said they

would not have to re-seed, but they would still get their payment as long as they have *proof* of application and soil health analysis (receipts, cancelled check....) and that the cash crop is "no-tilled". Matthew Estes indicated that he was impressed how the cover crops worked – they held the soil very well.

- ❖ Debra Nowack indicated that FSA has 45 people signed up for ECP, they are just waiting on approval. Jake Wilson commented that anyone who is out of maintenance can reapply for a new cost-share application.
- ❖ Mike Haeffner entertained a motion to adjourn. Matthew Estes so moved. Matt Herring seconded the motion. All in favor. Meeting adjourned at 7:50 p.m.
- ❖ Next Regular Board Meeting has been rescheduled for Thursday, March 10, 2016, at the USDA Service Center.

 03-10-16
Mike Haeffner, Vice-Chairman Date

 For Matt Herring
Matt Herring, Secretary Date
3-10-16

By: DIANA
01/27/16 8:45am

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

Checking account #: MAIN

Dates: From 01/01/16 To 01/31/16

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: MAIN	Beginning Checking Account Balance for: Jan	\$13,342.13
Auto bal account #: 00-00-100		

Bank ID: 081512407	Bank name: Community Bank
Acct #: 2001322	Phone: 573-437-4444

Checks

1165174	01/15/16	JAN 2016 MCHCP PYMT	MCHCP	\$679.04
5173	01/15/16	DOERR-PAYROLL 01/15/16	CRAIG	\$764.24
5174	01/15/16	MAYFIELD-PAYROLL 01/15/16	DIANA	\$878.33
5175	01/27/16	1099 PROCESSING FEE	PLATINUM	\$4.15
5178	01/28/16	January Newsletter	postmaster	\$137.78
5176	01/29/16	DOERR PAYROLL 01/29/16	CRAIG	\$884.05
5177	01/29/16	MAYFIELD PAYROLL 01/29/16	DIANA	\$911.70
5179	01/29/16	JANUARY AFLAC	AFLAC	\$77.46
9415177	01/29/16	JANUARY 941	EFTPS	\$971.00
		Total Checks		\$5,307.75

Deposits

BI123115	01/15/16	BANK INTEREST 12/31/15	(\$3.30)	Deposit
CR012016	01/20/16	CASH RECEIPTS 01/20/16	(\$160.00)	Deposit
012716	01/29/16	ENVIRO/PLAT	(\$100.00)	Deposit
16GASC03	01/29/16	STATE ALLOCATION Q3	(\$24,346.26)	Deposit
51742	01/29/16	PLATS/ENVIROTHON	(\$100.00)	Deposit
		Total Deposits	(\$24,709.56)	

Total Deposits less Checks for the month: (\$19,401.81)

Ending Checkbook Balance: Jan **\$32,743.94**

-----End of report-----

By: DIANA
01/27/16 8:45am

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

Checking account #: 130
Dates: From 01/01/16 To 01/31/16

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 130		Beginning Checking Account Balance for: Jan		\$10,052.67
Auto bal account #: 00-00-130				

Bank ID:	Bank name: Community Bank of Owensville
Acct #: 104503	Phone: 5734374444

Checks

Deposits

CDI01_11_16	01/29/16	CD INTEREST 01/11/16	(\$8.87)	Deposit
		Total Deposits	(\$8.87)	
		Total Deposits less Checks for the month:	(\$8.87)	

Ending Checkbook Balance: Jan **\$10,061.54**

By: DIANA
01/27/16 8:45am

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

Checking account #: 110
Dates: From 01/01/16 To 01/31/16

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 110		Beginning Checking Account Balance for: Jan		\$4,065.14
Auto bal account #: 00-00-110				

Bank ID: 081512407	Bank name: COMMUNITY BANK
Acct #: 248584	Phone:

Checks

Total Checks \$0.00

Deposits

Total Deposits \$0.00

Total Deposits less Checks for the month: \$0.00

Ending Checkbook Balance: Jan **\$4,065.14**

-----End of report-----

Reporting period: 01/01/16 to 01/31/16

Starting account: First Ending account: Last

Details are not shown

Print zero dollar accounts: No

Fund: 01 Local Funds

Account-#	Description	Beg-Bal	Tot-Debit	Tot-Credit	End-Bal
1-00-300	BEGINNING FUND BALANCE	(\$17,235.91)	\$0.00	\$0.00	(\$17,235.91)
01-00-400	INTEREST EARNED ON CHECKING	(\$15.34)	\$0.00	(\$3.30)	(\$18.64)
01-00-401	INTEREST ON CD	(\$17.62)	\$0.00	(\$8.87)	(\$26.49)
01-00-404	COUNTY COMMISSION	(\$2,325.00)	\$0.00	\$0.00	(\$2,325.00)
01-00-406	DONATIONS FIELD DAYS	(\$195.00)	\$0.00	\$0.00	(\$195.00)
01-00-408	SAVINGS DEPOSITS	(\$4.07)	\$0.00	\$0.00	(\$4.07)
01-00-415	SALE OF GOODS-PLAT BOOKS	(\$325.00)	\$0.00	(\$100.00)	(\$425.00)
01-00-431	ROTOWIPER RENTAL	(\$50.00)	\$0.00	\$0.00	(\$50.00)
01-00-432	JOHN DEERE DRILL RENTAL	(\$3,462.50)	\$0.00	\$0.00	(\$3,462.50)
01-00-433	GREAT PLAINS DRILL RENTAL	(\$3,099.00)	\$0.00	\$0.00	(\$3,099.00)
01-00-435	BURN EQUIPMENT RENTAL	\$0.00	\$0.00	(\$10.00)	(\$10.00)
01-00-504	DISTRICT MANAGER RETIREMENT	\$22.74	\$0.00	\$0.00	\$22.74
01-00-515	MANAGERS GROSS SALARY - DIANA	\$649.60	\$46.40	\$0.00	\$696.00
01-00-518	TECHNICIAN SALARY - KORY	\$37.24	\$0.00	\$0.00	\$37.24
01-00-526	District Portion Health -Techn	\$34.22	\$0.00	\$0.00	\$34.22
01-00-536	DISTRICT PORTION HEALTH INS MA	\$205.32	\$33.67	\$0.00	\$238.99
01-00-540	EMPLOYEE TRAVEL-MGMT	\$126.28	\$0.00	\$0.00	\$126.28
01-00-545	SUPERVISOR TRAVEL	\$456.24	\$0.00	\$0.00	\$456.24
01-00-547	BOARD MEETINGS	\$267.76	\$0.00	\$0.00	\$267.76
01-00-556	PLAT BOOKS	\$400.00	\$0.00	\$0.00	\$400.00
01-00-573	EMPLOYEE TRAVEL - DOERR	\$99.98	\$0.00	\$0.00	\$99.98
01-00-631	DRILL INSURANCE	\$593.38	\$0.00	\$0.00	\$593.38
01-00-632	JOHN DEERE DRILL REPAIR	\$989.25	\$0.00	\$0.00	\$989.25
01-00-633	GREAT PLAINS DRILL REPAIR	\$888.89	\$0.00	\$0.00	\$888.89
01-00-635	JOHN DEERE MAINTENANCE	\$600.00	\$0.00	\$0.00	\$600.00
01-00-638	ROTOWIPER REPAIR	\$89.80	\$0.00	\$0.00	\$89.80
01-00-650	1099 MISC	\$0.00	\$4.15	\$0.00	\$4.15
01-00-770	INFORMATION/EDUCATION EXPENSES	\$38.00	\$0.00	\$0.00	\$38.00
01-00-830	ANNUAL MEETING	\$560.40	\$0.00	\$0.00	\$560.40
01-00-850	TECHNICAL SUPPLIES	\$95.86	\$0.00	\$0.00	\$95.86
01-00-902	Assessor Website	\$100.00	\$0.00	\$0.00	\$100.00

Summary Page:

Beginning Balance:	(\$20,474.48)
Total Income:	(\$122.17)
Total Expenses:	\$84.22
Funds Remaining:	(\$20,512.43)

MAYFIELD, DIANA M

Time Period Ending: 01/04/2016 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	21	22	23	24	25	26	27	28	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
ANNUAL LEAVE	0:00	9:00	9:00	4:30	0:00	0:00	0:00	0:00	22:30
HOLIDAY	0:00	0:00	0:00	4:30	8:00	0:00	0:00	0:00	12:30
WORK - ACCOUNTING	0:00	0:00	0:00	0:00	0:00	0:00	0:00	1:30	1:30
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2:30	2:30
WORK - OFFICE ADMINISTRATION	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:45	0:45
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:15	0:15
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

MAYFIELD, DIANA M

Time Period Ending: 01/04/2016 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	28	29	30	31	1	2	3	4	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM				
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	0:00	3:00	0:00	0:00	0:00	0:00	3:00
ANNUAL LEAVE	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
HOLIDAY	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	8:00
SICK LEAVE	1:00	0:00	1:00	0:45	0:00	0:00	0:00	0:00	2:45
WORK - ACCOUNTING	2:30	4:45	3:00	1:00	0:00	0:00	0:00	0:00	11:15
WORK - BOARD MEETING	0:00	1:15	2:00	0:00	0:00	0:00	0:00	0:00	3:15
WORK - COST-SHARE ADMINISTRATION	0:30	0:30	1:00	0:00	0:00	0:00	0:00	0:00	2:00
WORK - EQUIPMENT RENTAL	0:00	0:15	0:00	0:00	0:00	0:00	0:00	0:00	0:15
WORK - LANDOWNER PROGRAM AWARENESS	0:00	1:00	0:45	0:00	0:00	0:00	0:00	0:00	1:45
WORK - OFFICE ADMINISTRATION	0:00	1:00	0:15	4:00	0:00	0:00	0:00	0:00	5:15
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:15	1:00	0:15	0:00	0:00	0:00	0:00	1:30
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

ADMINISTRATIVE LEAVE (PAID) New Years early out
HOLIDAY Christmas Holiday - Dec 24 11:30 - December 25th
SICK LEAVE therapy
WORK - ACCOUNTING Accounts Payable, Payroll, Qtrly reports, taxes
WORK - BOARD MEETING Meeting Prep work
WORK - COST-SHARE ADMINISTRATION Gerschefske, Rapp, Fricke, Klekamp, Homeyer, Hesemann
WORK - LANDOWNER PROGRAM AWARENESS Eckelkamp, Meyer
WORK - USDA ADMINISTRATIVE ASSISTANCE Sassmann, Loeb, Hobein

MAYFIELD, DIANA M

Time Period Ending: 01/04/2016 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Earned This Pay Period:

Annual Leave Accrued: 8:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 186:45

Compensation Time Balance: 0:02

Sick Leave Balance: 483:45

Military Leave Balance: 0:00

Pay Rate: \$14.59

Employee Signature: Diana MayfieldDate: 01/05/16Board Member Signature: MayfieldDate: 1-5-16

MAYFIELD, DIANA M

Time Period Ending: 01/18/2016 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	4	5	6	7	8	9	10	11	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		08:30 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
ANNUAL LEAVE	0:00	0:00	2:30	0:00	0:00	0:00	0:00	0:00	2:30
SICK LEAVE	0:00	0:00	4:00	0:00	0:00	0:00	0:00	0:00	4:00
DSP 3.3 - TECHNICAL	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:30	0:30
WORK - ACCOUNTING	0:00	2:00	0:00	1:00	0:00	0:00	0:00	0:00	3:00
WORK - BOARD MEETING	0:00	5:00	0:00	2:00	0:30	0:00	0:00	0:00	7:30
WORK - COST-SHARE ADMINISTRATION	0:00	1:00	0:00	3:00	0:00	0:00	0:00	3:30	7:30
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:00	0:30	0:00	0:00	0:30	1:00
WORK - LANDOWNER PROGRAM AWARENESS	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:30
WORK - OFFICE ADMINISTRATION	0:00	3:30	0:00	2:30	2:15	0:00	0:00	0:30	8:45
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:00	0:00	4:45	0:00	0:00	0:00	4:45
Total	0:00	11:30	6:30	9:00	8:00	0:00	0:00	5:00	40:00

MAYFIELD, DIANA M

Time Period Ending: 01/18/2016 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	11	12	13	14	15	16	17	18	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM				
SICK LEAVE	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	9:00
DSP 3.3 - TECHNICAL	0:45	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:45
DSP 3.2 - TECHNICAL	0:00	4:00	0:00	0:00	0:00	0:00	0:00	0:00	4:00
WORK - ACCOUNTING	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
WORK - BOARD MEETING	2:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2:00
WORK - COST-SHARE ADMINISTRATION	0:30	0:00	1:30	2:00	0:00	0:00	0:00	0:00	4:00
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:30
WORK - LANDOWNER PROGRAM AWARENESS	0:00	0:00	1:00	1:00	0:00	0:00	0:00	0:00	2:00
WORK - MEETINGS	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00	1:30
WORK - OFFICE ADMINISTRATION	0:45	0:45	2:30	2:30	0:00	0:00	0:00	0:00	6:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	2:00	3:30	2:30	0:00	0:00	0:00	0:00	8:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:15	0:30	0:30	0:00	0:00	0:00	0:00	1:15
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

DSP 3.3 - TECHNICAL
 DSP 3.2 - TECHNICAL
 WORK - BOARD MEETING
 WORK - COST-SHARE
 ADMINISTRATION
 WORK - MEETINGS
 WORK - OFFICE
 ADMINISTRATION
 WORK - PUBLIC

Klekamp
 Klekamp
 Post mtg work, minutes
 Henneke, Klekamp, Peth, Homeyer, Rohlfing
 OMG-WIA
 Cyber Security
 news articles, Envirothon, newsletter, annual meeting

MAYFIELD, DIANA M

Time Period Ending: 01/18/2016 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Earned This Pay Period:

Annual Leave Accrued: 8:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 171:15

Compensation Time Balance: 0:02

Sick Leave Balance: 485:00

Military Leave Balance: 0:00

Pay Rate: \$15.15

Employee Signature: Diana MayfieldDate: 1/20/16Board Member Signature: [Signature]Date: 1-26-16

DOERR, CRAIG A

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 01/04/2016 11:30:00 AM

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Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	21	22	23	24	25	26	27	28	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM				
ANNUAL LEAVE	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
HOLIDAY	0:00	0:00	0:00	4:30	8:00	0:00	0:00	0:00	12:30
DSL-44 - TECHNICAL	0:00	3:30	0:00	0:00	0:00	0:00	0:00	0:00	3:30
DWC-01 - TECHNICAL	2:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2:00
WORK - OFFICE ADMINISTRATION	2:00	5:30	9:00	4:30	0:00	0:00	0:00	0:00	21:00
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	28	29	30	31	1	2	3	4	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	0:00	3:00	0:00	0:00	0:00	0:00	3:00
HOLIDAY	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	8:00
SICK LEAVE	0:00	9:00	5:00	0:00	0:00	0:00	0:00	0:00	14:00
WORK - OFFICE ADMINISTRATION	0:00	0:00	4:00	6:00	0:00	0:00	0:00	5:00	15:00
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

ADMINISTRATIVE LEAVE (PAID) christmas
ANNUAL LEAVE christmas
HOLIDAY christmas

Board Member Initials: MLC Date: 1-5-16

Page 1 of 2

DOERR, CRAIG A

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 01/04/2016 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 4:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 14:25

Compensation Time Balance: 0:00

Sick Leave Balance: 26:55

Military Leave Balance: 0:00

Pay Rate: \$11.17

Employee Signature: [Signature]Date: 1-4-16Board Member Signature: [Signature]Date: 1-5-16

Time Period Ending: 01/18/2016 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	4	5	6	7	8	9	10	11	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	08:15 PM	04:30 PM	04:30 PM	04:30 PM				
N472 - TECHNICAL	0:00	2:00	0:00	0:00	0:00	0:00	0:00	0:00	2:00
DWP-03 - TECHNICAL	0:00	0:00	3:00	0:00	0:00	0:00	0:00	0:00	3:00
DSL-44 - TECHNICAL	0:00	0:00	0:00	3:30	0:00	0:00	0:00	0:00	3:30
WORK - BOARD MEETING	0:00	2:15	0:00	0:00	0:00	0:00	0:00	0:00	2:15
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	1:30	0:00	3:00	0:00	0:00	0:00	4:30
WORK - OFFICE ADMINISTRATION	4:00	7:00	4:30	5:30	5:00	0:00	0:00	0:00	26:00
WORK - TRAINING	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
Total	4:00	11:15	9:00	9:00	9:00	0:00	0:00	0:00	42:15

Board Member Initials: ME Date: 1-26-16

Page 1 of 2

Time Period Ending: 01/18/2016 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	11	12	13	14	15	16	17	18	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	03:30 PM	04:30 PM			11:30 AM	
HOLIDAY	0:00	0:00	0:00	0:00	0:00	0:00	0:00	4:00	4:00
SICK LEAVE	0:00	9:00	0:00	0:00	0:00	0:00	0:00	0:00	9:00
DSP 3.2 - TECHNICAL	0:00	0:00	2:00	2:30	0:00	0:00	0:00	0:00	4:30
DSP 3.3 - TECHNICAL	0:00	0:00	2:00	0:00	0:00	0:00	0:00	0:00	2:00
DSL-05 - TECHNICAL	0:00	0:00	0:00	3:00	0:00	0:00	0:00	0:00	3:00
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	1:00	0:00	5:00	0:00	0:00	0:00	6:00
WORK - OFFICE ADMINISTRATION	0:00	0:00	4:00	2:30	4:00	0:00	0:00	0:00	10:30
Total	0:00	9:00	9:00	8:00	9:00	0:00	0:00	4:00	39:00

HOLIDAY
DWP-03 - TECHNICAL
DSL-44 - TECHNICAL
DSP 3.2 - TECHNICAL
DSP 3.3 - TECHNICAL
DSL-05 - TECHNICAL
WORK - GENERAL
LANDOWNER CONTACT
WORK - TRAININGMLK
piontek
eckelkamp
diekmann
diekmann
shoemaker
hasty
security awareness

Earned This Pay Period:

Annual Leave Accrued: 4:00

Sick Leave Accrued: 4:00

Compensation Time Accrued: 3:22

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 17:25

Sick Leave Balance: 16:55

Compensation Time Balance: 0:00

Military Leave Balance: 0:00

Pay Rate: \$13.13

Employee Signature: [Signature]Date: 1-19-16Board Member Signature: [Signature]Date: 1-26-16

District Specialist Testing

ENROLLMENT FORM

Employee Name: Craig Doerr

SWCD: Gasconade County SWCD

E-mail: craig.doerr@swcd.mo.gov

Telephone: 573-437-3478 x 3

Selection	Dates	Locations
<input type="checkbox"/>	January 20 – 21, 2016	Macon, MO
<input checked="" type="checkbox"/>	January 27 – 28, 2016	Jefferson City, MO
<input type="checkbox"/>	February 17 – 18, 2016	Cape Girardeau, MO
<input type="checkbox"/>	February 23 – 24, 2016	Springfield, MO
<input type="checkbox"/>	March 9 – 10, 2016	St Joseph, MO

Selection	Testing
<input checked="" type="checkbox"/>	Conservation Planning
<input checked="" type="checkbox"/>	District Operations
<input checked="" type="checkbox"/>	Soils
<input checked="" type="checkbox"/>	Financial
<input checked="" type="checkbox"/>	Conservation Practices
<input checked="" type="checkbox"/>	MoSWIMS
<input checked="" type="checkbox"/>	Basic Survey

Name of Supervisor	Debra Nowack
Supervisor Signature	<i>Debra Nowack</i>
SWCD	Gasconade Co SWCD - Member

Mayfield, Diana

From: Nowack, Debra - FSA, Owensville, MO <Debra.Nowack@mo.usda.gov>
Sent: Thursday, January 07, 2016 7:59 AM
To: Mayfield, Diana; Debbie Nowack (debgb1972@gmail.com); Dennis Berger 0 (denbobsplace@hotmail.com); Matthew Estes (ball1@fidmail.com); Matthew Estes (matttestes71@gmail.com); Mike Haefner (mhaefner@outlook.com); Susie Haefner
Cc: Doerr, Craig; Barch, Melinda - NRCS, Linn, MO
Subject: RE: Doerr Specialist Testing Request

I was unable to open the attachment but I vote yes.

Debbie Nowack

Gasconade County FSA Office
316 Olive St.
Owensville, MO 65066
Phone: 573-437-4131 ext 2
Fax: 855-849-1532

Alternate e-mail: mooowensvil-fsa@one.usda.gov

From: Mayfield, Diana [mailto:diana.mayfield@swcd.mo.gov]
Sent: Thursday, January 07, 2016 7:19 AM
To: Debbie Nowack (debgb1972@gmail.com) <debgb1972@gmail.com>; Nowack, Debra - FSA, Owensville, MO <Debra.Nowack@mo.usda.gov>; Dennis Berger 0 (denbobsplace@hotmail.com) <denbobsplace@hotmail.com>; Matthew Estes (ball1@fidmail.com) <ball1@fidmail.com>; Matthew Estes (matttestes71@gmail.com) <matttestes71@gmail.com>; Matthew Herring <HerringM@missouri.edu>; Mike Haefner (mhaefner@outlook.com) <mhaefner@outlook.com>; Susie Haefner <susha09@hotmail.com>
Cc: Doerr, Craig <Craig.Doerr@swcd.mo.gov>; Barch, Melinda - NRCS, Linn, MO <Melinda.Barch@mo.usda.gov>
Subject: Doerr Specialist Testing Request

We have received notification of the upcoming Specialist Testing. Our Area is scheduled for January 27 - 28th.

Craig would like to take all of the tests at this time. I need Board approval (quorum) for this. Please reply to me via "reply all".

1

Mayfield, Diana

From: Bobbie Berger <denbobsplace@hotmail.com>
Sent: Thursday, January 07, 2016 7:31 AM
To: Mayfield, Diana
Cc: Debbie Nowack (debgb1972@gmail.com); Debra - Nowack (debra.nowack@mo.usda.gov); Matthew Estes (ball1@fidmail.com); Matthew Estes (matttestes71@gmail.com); Matthew Herring; Mike Haefner (mhaefner@outlook.com); Susie Haefner; Doerr, Craig; Melinda - Barch (Melinda.Barch@mo.usda.gov)
Subject: Re: Doerr Specialist Testing Request

That fine with me.
Dennis

Sent from my iPad

On Jan 7, 2016, at 8:19 AM, Mayfield, Diana <diana.mayfield@swcd.mo.gov> wrote:

We have received notification of the upcoming Specialist Testing. Our Area is scheduled for January 27 - 28th.

Craig would like to take all of the tests at this time. I need Board approval (quorum) for this. Please reply to me via "reply all".

Thank you.

Diana Mayfield
District Specialist II
Gasconade County SWCD
314 S. Olive Street
Owensville, MO 65066
573-437-3478 ext 3
FAX 855-842-7890

<Doerr Specialist Request.xml>

Mayfield, Diana

From: Michael Haefner <mhaefner@outlook.com>
Sent: Thursday, January 07, 2016 9:40 AM
To: Mayfield, Diana
Cc: Debbie Nowack (debgb1972@gmail.com); Debra - Nowack (debra.nowack@mo.usda.gov); Dennis Berger 0 (denbobsplace@hotmail.com); Matthew Estes (ball1@fidmail.com); Matthew Estes (matttestes71@gmail.com); Matthew Herring; Susie Haefner; Doerr, Craig; Melinda - Barch (Melinda.Barch@mo.usda.gov)
Subject: Re: Doerr Specialist Testing Request

I vote yes

Sent from my iPhone

On Jan 7, 2016, at 7:19 AM, Mayfield, Diana <diana.mayfield@swcd.mo.gov> wrote:

We have received notification of the upcoming Specialist Testing. Our Area is scheduled for January 27 - 28th.

Craig would like to take all of the tests at this time. I need Board approval (quorum) for this. Please reply to me via "reply all".

Thank you.

Diana Mayfield

District Specialist II
Gasconade County SWCD
314 S. Olive Street
Owensville, MO 65066
573-437-3478 ext 3
FAX 855-842-7890

<Doerr Specialist Request.xml>

1

Mayfield, Diana

From: Herring, Matthew <HerringM@missouri.edu>
Sent: Thursday, January 07, 2016 8:15 AM
To: Mayfield, Diana; Debbie Nowack (debgb1972@gmail.com); Debra - Nowack (debra.nowack@mo.usda.gov); Dennis Berger 0 (denbobsplace@hotmail.com); Matthew Estes (ball1@fidmail.com); Matthew Estes (matttestes71@gmail.com); Mike Haefner (mhaefner@outlook.com); Susie Haefner
Cc: Doerr, Craig; Melinda - Barch (Melinda.Barch@mo.usda.gov)
Subject: RE: Doerr Specialist Testing Request

My vote would be yes.

Matt

From: Mayfield, Diana [mailto:diana.mayfield@swcd.mo.gov]

Sent: Thursday, January 07, 2016 7:19 AM

To: Debbie Nowack (debgb1972@gmail.com); Debra - Nowack (debra.nowack@mo.usda.gov); Dennis Berger 0 (denbobsplace@hotmail.com); Matthew Estes (ball1@fidmail.com); Matthew Estes (matttestes71@gmail.com); Herring, Matthew; Mike Haefner (mhaefner@outlook.com); Susie Haefner
Cc: Doerr, Craig; Melinda - Barch (Melinda.Barch@mo.usda.gov)
Subject: Doerr Specialist Testing Request

We have received notification of the upcoming Specialist Testing. Our Area is scheduled for January 27 - 28th.

Craig would like to take all of the tests at this time. I need Board approval (quorum) for this. Please reply to me via "reply all".

Thank you.

Diana Mayfield

District Specialist II
Gasconade County SWCD
314 S. Olive Street
Owensville, MO 65066
573-437-3478 ext 3
FAX 855-842-7890



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

February 2, 2016

Craig Doerr
Gasconade County Soil and Water
Conservation District
316 South Olive Street
Owensville, MO 65066

Dear Mr. Doerr:

On January 27 and 28, 2016, test(s) were offered for district employees to meet the Baseline testing requirements. This endeavor is important to the continuing efforts in Missouri to provide consistent customer service to landowners. Lincoln University worked closely with the Natural Resources Conservation Service, University of Missouri Extension and the Soil and Water Conservation Program to develop Baseline tests for staff progression.

Your results are listed below:

Baseline Tests	Score
Basic Survey	59
Conservation Planning	59
Conservation Practices	71
District Operations	68
Financial	59
MoSWIMS	84
Soils	71

A district employee must score 70 percent or above on at least four tests to meet the Baseline testing requirements. If a score of at least 70 percent on a test was not reached, employees can retake tests as many times as the board approves, to reach the Baseline testing requirements. We are in the process of scheduling additional testing sessions. An email will be sent when testing sessions are confirmed. Please maintain a copy of this letter in your personnel file.

Craig Doerr
Page 2

If you have any questions, please contact your district coordinator at the Department of Natural Resources, Soil and Water Conservation Program, P. O. Box 176, Jefferson City, MO 65102-0176. Thank you.

Sincerely,

SOIL AND WATER CONSERVATION PROGRAM



Bill Wilson
Deputy Program Director

BW:djs

c: Mr. Dennis Berger, Chair, Gasconade County Soil and Water Conservation District

Mayfield, Diana

From: Matt Estes <mattestes71@gmail.com>
Sent: Thursday, January 07, 2016 8:17 AM
To: Mayfield, Diana; Debbie Nowack (debgib1972@gmail.com); Debra - Nowack (debra.nowack@mo.usda.gov); Dennis Berger 0 (denbobsplace@hotmail.com); Matthew Estes (ball1@fidmail.com); Matthew Herring; Mike Haeflner (mhaeflner@outlook.com); Susie Haeflner
Cc: Doerr, Craig; Melinda - Barch (Melinda.Barch@mo.usda.gov)
Subject: RE: Doerr Specialist Testing Request

It seems like a good idea to me if he feels up to it. So yes from my viewpoint. Good luck.

Sent via the Samsung Galaxy S86 active, an AT&T 4G LTE smartphone
----- Original message -----
From: "Mayfield, Diana" <diana.mayfield@swcd.mo.gov>
Date: 1/7/2016 7:19 AM (GMT-06:00)
To: "Debbie Nowack (debgib1972@gmail.com)" <debgib1972@gmail.com>; "Debra - Nowack (debra.nowack@mo.usda.gov)" <debra.nowack@mo.usda.gov>; "Dennis Berger 0 (denbobsplace@hotmail.com)" <denbobsplace@hotmail.com>; "Matthew Estes (ball1@fidmail.com)" <ball1@fidmail.com>; "Matthew Estes (mattestes71@gmail.com)" <mattestes71@gmail.com>; "Matthew Herring (HerringM@missouri.edu)" <mhaeflner@outlook.com>; "Mike Haeflner (mhaeflner@outlook.com)" <mhaeflner@outlook.com>; Susie Haeflner <susha309@hotmail.com>
Cc: "Doerr, Craig" <Craig.Doerr@swcd.mo.gov>; "Melinda - Barch (Melinda.Barch@mo.usda.gov)" <Melinda.Barch@mo.usda.gov>
Subject: Doerr Specialist Testing Request

We have received notification of the upcoming Specialist Testing. Our Area is scheduled for January 27 - 28th.

Craig would like to take all of the tests at this time. I need Board approval (quorum) for this. Please reply to me via "reply all".

Thank you.

Gasconade

Fiscal Year 2016

January - June

Personnel Grant	\$	58,822
Other Personnel Expenses	\$	7,059
Administrative Grant	\$	6,500
Rent and Utilities	\$	-
Intern	\$	1,750
Retirement	\$	4,118
Health Insurance	\$	7,496
Total Allocation	\$	85,744

Employees	Title	Hours	Hourly Wage	Annual Salary	Retirement	Health Insurance	Other Personnel
Craig Doerr	District Specialist I	2080	13.13	\$ 27,310	\$ 1,912	\$ -	\$ 3,277
Diana Mayfield	District Specialist III	2080	15.15	\$ 31,512	\$ 2,206	\$ 6,920	\$ 3,781
Kory Hubbard - 1 month health				\$ 58,822	\$ 4,118	\$ 7,496	\$ 7,059

State allocation will exceed actual funds needed due to DNR Formatting.
The numbers below are what will be actually paid out. The remaining balance will be carried over.

STATE ALLOCATIONS		12% OTHER EXPENSES				Totals	
HOURS	WAGE	TOTAL	RETIREMENT	Local Funds	DNR + Local	Local Funds	Totals
DISTRICT SPECIALIST III	1120 \$	14.01 \$ 15,691.20	\$ 1,882.94	\$ 1,098.38	0.58	\$	649.80
DISTRICT SPECIALIST III	960 \$	15.15 \$ 14,544.00	\$ 1,745.28	\$ 1,018.08			
2080		\$ 30,235.20	\$ 3,628.22	\$ 2,116.46	DNR + Local	\$ 30,884.80	
KORY HUBBARD	266 \$	13.87 \$ 3,689.42	\$ 442.73	\$ 263.47	0.28	\$	74.48
DISTRICT SPECIALIST I	638 \$	11.17 \$ 7,126.46	\$ 855.18				
DISTRICT SPECIALIST I	960 \$	13.13 \$ 12,604.80	\$ 1,512.58	\$ 588.22			
1598		\$ 23,420.68	\$ 2,810.48	\$ 851.69	DNR + Local	\$ 23,485.16	
Total DNR Funding	\$	53,655.88	\$ 6,438.71	\$ 2,968.15			

Fund Status (2016)

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT.: 3

GM GRAZING MANAGEMENT						
Resource Concern	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments	Pending
GRAZING MANAGEMENT 2016	\$120,940.00	\$71,270.80	\$49,669.20	\$46,504.56	\$74,435.44	\$5,593.00
Project Sub Total	\$120,940.00	\$71,270.80	\$49,669.20	\$46,504.56	\$74,435.44	\$5,593.00
SA SENSITIVE AREAS						
Resource Concern	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments	Pending
SENSITIVE AREAS 2016	\$14,250.00	\$8,706.54	\$5,543.46	\$7,906.54	\$6,343.46	\$0.00
Project Sub Total	\$14,250.00	\$8,706.54	\$5,543.46	\$7,906.54	\$6,343.46	\$0.00
SGE SHEET AND RILL / GULLY EROSION						
Resource Concern	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments	Pending
SHEET AND RILL / GULLY E 2016	\$86,511.00	\$66,790.01	\$19,720.99	\$16,911.23	\$69,599.77	\$11,130.96
Project Sub Total	\$86,511.00	\$66,790.01	\$19,720.99	\$16,911.23	\$69,599.77	\$11,130.96
WE WOODLAND EROSION						
Resource Concern	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments	Pending
WOODLAND EROSION 2016	\$17,325.00	\$12,536.89	\$4,788.11	\$3,198.75	\$14,126.25	\$0.00
Project Sub Total	\$17,325.00	\$12,536.89	\$4,788.11	\$3,198.75	\$14,126.25	\$0.00
Grand Totals	239,026.00	\$159,304.24	\$79,721.76	\$74,521.08	\$164,504.92	\$16,723.96

Feb. 2, 2016

Dear, Board Members

We have been unable to get our terrace project started because of the adverse weather we have had the last two months. In the event we get it started we would like to request a time extension, and if we do not get started we ask for an immediate reapplication.

Fay Riker

PS The pipe has been located.

Contracts: 062-16-0043 \$15,004.93
062-16-0048 \$977.62



Natural Resources Conservation Service
1315 E Main
Linn, Missouri 65051

January 2016 NRCS Board Report

During the month of January I attended the Gasconade, Maries and Cole County monthly board meeting. DJ Schroeder attended the Osage County meeting in my absence.

I attended the Flood Recovery Meeting held in Rolla. Available flood related programs were presented by the Farm Service Agency, Rural Development and Natural Resources Conservation Service. NRCS has funding available for the Emergency Watershed Protection program, EWP.

We have had inquiries from four potential EWP projects. Sight visits were made on three of these during the month of January. EWP requires the project to have a sponsor. Sponsors can be a state agency or a city or county government.

The Farm Service Agency in Osage/Maries and Gasconade have sent in request for their Emergency Conservation Program, ECP. Osage/Maries has been approved and Gasconade is waiting on approval. Kate Gerlemann, County Executive Director with FSA, and I have begun making field visits on potential requests.

A planning meeting for a FOSA wide Contractor meeting was held. Angie Cole, Colby Nilges and DJ Schroeder volunteered to serve on the planning committee. February 17th was set for this meeting. Post cards have been sent to contractors in the FOSA.

I attended a OMG Women in Agriculture planning meeting. Lots of great ideas were brought forth for the 2016 event.

NRCS staff have been finalizing rankings and cost estimates for the current EQIP applicants. DJ Schroeder has been scheduling his time throughout the FOSA providing technical assistance to landowners and District staff.

NRCS and FSA staff in our FOSA held a CRP planning meeting. Requirements for each agency were reviewed and discussed.

I have been working on the agenda and speakers for the 2016 Grazing Schools. The dates for the schools in the Central Region are: Rolla April 12, 13 & 14; Tri-County (Osage CO) September 14, 15 & 16; Wurdack September 28, 29 & 30.

Melinda L. Barch
District Conservationist

District Manager Report
Diana Mayfield
January 2016

I have been working on a variety of information/education projects. I have the Annual Meeting scheduled for April 7th at 6 p.m. at the Owensville Middle School. Jacob Bockting is coming to present his award winning speech. Carol's Catering is coming with 2 meats-cheesy potatoes- 2 veggies-salad-desserts-drinks-paper products for \$9.00 per plate. This year's poster judging will be on March 8th at 8:30 a.m. with Shirley Landwehr, Connie Doerr and Sharon Mace serving as judges.

I drafted a news article about our new cost-share practices. I sent it to all newspapers and, as far as I know, the Gasconade County Republican is the only one who published it. I participated in a Comprehensive Nutrient Management Webinar on January 26. I missed the one on January 13th (I received 2 cancelation notices). ☺

I worked on putting together the newsletter letter. I had some technical issues with the copy for the web upload and Craig assisted me with getting those bugs worked out. The newsletter went out the last week in January.

I have updated several pages on our Web page, due to upcoming activities as well as requested by our Web Page Coordinator, Judy Stinson. I do try to keep the Web pages as current as possible.

The OMG-WIA planning committee met on January 12th to discuss this year's upcoming event. The date is set for September 8th at the White Mule Winery. The Board's wishes were discussed about having more Ag related topics. We will keep you abreast of the speakers and topics as they become available.

I am receiving registrations for the Regional Envirothon, which is scheduled for April 13th. Do I have any additional volunteers???

Melinda Barch is working on getting my Data Management System (DMS) permissions back up and running. Apparently, I need to log into the system every month in order to stay active, even if there is no work to be done. This will get me one step closer to Spec IV. Thanks Melinda.

Craig and I met with our AFLAC representative.

I completed the "Have No Fear" training for NRCS.

District Technician Report

Craig Doerr

January 2016

In January I have been helping out on toolkit when I can. I'm still waiting on my linc pass

I have been working with DJ diversions, terraces, and waterways. We have gone out and surveyed for Gary Eckelkamp for a DSL-44 terrace system, Stanley Shoemaker for a DSL-5 a diversion. We have also went out to Dale Pionteks and looked at a DWP-3 waterway he is wanting to redo. Chelten Hasty is finishing up her N472 woodland exclusion and I went out and measured her fence and took pictures, as well as looking into doing a grazing system on a new farm as soon as she goes to grazing school. Talked to Larry Klekamp and went out and took pictures of his new well he just had put in for cost share and he is getting ready to start pipeline and tanks and fence. I also went out to Leroy Diekmanns and measured the pipeline and tanks and fence there as well and DJ is going to go do the final check out on it.

DJ has been teaching me more programs such as EFT and MO Pipe and what all I need to do for different practices and how to put them in the right order in the cost share folders. I have been doing a lot more drawing and more hands on stuff rather than just watching and learning.

I have been studying a lot for the district tests which I will be taking January 27-28 hopefully I do well.

I enjoyed the holiday off got a lot done on the remodeling of my upstairs with the drywall.

I have been helping as much as I can on the grazing system at my house.

Other than that I have just been working in the office getting contracts done and talking to farmers about different programs and ways we can help them and trying to learn as much as possible.

Mayfield, Diana

From: Stratman, Sandy
Sent: Thursday, January 07, 2016 7:33 AM
To: Mayfield, Diana
Subject: RE: Area Meeting Dates

This meeting is to replace the usual one that is held in August each year. They wanted to have it early due to needing to discuss the ins and outs of what we can and can not do with the information on the tax. Plus it is also the year to have the election of the MASWCD board.

Sandy

Sandy Stratman
District Specialist
Maries County SWCD
105 Parkway, Vienna, MO 65582
573-422-3342

From: Mayfield, Diana
Sent: Thursday, January 07, 2016 7:13 AM
To: Stratman, Sandy
Subject: RE: Area Meeting Dates

Why are we having another area meeting?

Diana Mayfield

District Specialist II
Gasconade County SWCD
314 S. Olive Street
Owensville, MO 65066
573-437-3478 ext 3
FAX 855-842-7890

From: Stratman, Sandy
Sent: Wednesday, January 06, 2016 12:35 PM
To: Melinda Barch (Melinda.Barch@mo.usda.gov); Cole, Angela; Mayfield, Diana
Subject: Area Meeting Dates

1

Melinda, Angie and Diana,

The dates for the MASWCD Area Meetings are tentatively scheduled for the week after Easter. Currently Area 5 will be in Union in the morning on March 28th and Area 7 will in the evening on March 31st in West Plains. Peggy covered this at the MASWCD in December and thought you might want to put it on your calendar.

Sandy

Sandy Stratman
District Specialist
Maries County SWCD
105 Parkway, Vienna, MO 65582
573-422-3342

Read Bottom-Up

Benton County Soil and Water Conservation District

535 N. Hwy. 65
Lincoln, Missouri 65338
660-547-2351, Ext. 3

Central Region Envirothon

January 21, 2016

Ladies & Gentlemen:

The **sixteenth annual Central Region Envirothon Competition** is rapidly approaching. On Wednesday, **April 13, 2016**, teams of high school students from the Central Missouri Region will gather at **Runge Nature Center at Jefferson City** to demonstrate their knowledge and problem-solving abilities on various natural resource topics.

The regional planning committee has been busy preparing and planning for this event. It is now time to solicit help from the SWCD Boards and staffs of the seventeen counties that make up the central region. In order for this annual competition to be successful, financial assistance and additional manpower will be needed.

Financial assistance will be needed to cover event-day expenses (food, t-shirts, supplies, etc.); and registration fees for the top three teams to participate in the State Contest on April 28th. To help defray the cost of these expenses, we are asking each district to contribute \$50, but would sincerely appreciate any amount possible.

Additional "manpower" is also needed to make this event a success. We anticipate needing a minimum of 45 workers the day of the competition (April 13th). Volunteers can be board members, landowners, SWCD or conservation partner employees. Anyone interested in working with talented, energetic students.

In order to know where we stand financially, and ensure we have enough workers, we ask that you send your contributions, or notify us of your willingness to work by March 9th, 2016.

Soil & Water Conservation Districts have always been very generous in supporting educational activities for the youth, and we thank you in advance for your contribution to this exciting competition for our high school students. **Please send your contribution to:**

Gasconade Co. SWCD
Diana Mayfield, District Manager
314 South Olive
Owensville MO 65066

Also, contact David Glaskey via phone or email if you are willing to volunteer your time. (phone: 660-882-6347 ext. 3) Workers will need to arrive no later than 7:30 a.m. on April 13th.

Thanks again for all your help!

Sincerely,

Tina Dulaban,
Central Region Envirothon



January 25, 2016

Soil & Water Conservation District Supervisors,

The Missouri Envirothon is asking the soil & water conservation districts for a \$50 donation to help support the state Envirothon and National Conservation Foundation events this year. The national competition will be held in Ontario, Canada and the cost to send our students there is more expensive than just sending them to another state.

The Envirothon is a problem-solving natural resource competition for students in grades 9-12. The teams are tested on their knowledge of our state's natural resources in the areas of soils, forestry, wildlife, aquatics, and a current conservation issue. If you would like more information about the Envirothon you can check out our website at www.moenvirothon.org.

Please make your check payable to "**Missouri Envirothon**" and mail to Treasurer Audrey Rayl, Lewis SWCD 504 South Washington Street, Monticello, MO 63457.

Thank you for your support.

Audrey

Audrey Rayl, Treasurer
Missouri Envirothon

Conservation Family of the Year NOMINEES

Dean Winters – Dean has been working faithfully with the district since he attended Grazing School in 2007. He operates many farms (Don Lénaur, Virgil Huener, Ronda Winters and Glen Hollander Farm, EDK Farms) in the county as well as his and his wife's (Ronda) own property. He was very generous in allowing us to have a field tour as he was developing a spring for a watering source. Not only was this very informative, but there was a pipeline there, so many people learned firsthand about Missouri One Call. He is very proactive in maintaining his grazing systems across the county. Whenever, he becomes the operator of a farm, he is actively seeking to get in shape to support cattle through developing water sources and facilities. I know that he is also trying to improve soil health as well be using cover crops in his crop fields. He and his daughter have also assisted us at our 4th grade fields.

Larry Klekamp – In 2008 Larry, his wife, Shari and his dad, Donald began improving their land through our State Cost-share Grazing Management programs. Larry was one of the first (and only, since I have been here) landowner to completely transition his one field to warm season grasses through the state C/S program. He has utilized the system to install waters, fence, and is continuing to address his nutrient and forage needs. He just recently purchased some new land and has immediately begun to install a grazing system there. He is very good about getting projects done in a timely manner and he is a very pleasant person to work with.

VOLUNTEER AWARD – I would like to nominate Mike Cook for this year's volunteer award. Mike began working at our 4th Grade Field days as a Soil Scientist in 2001, the year the program began. He started out with a Soil pit the first couple of years then we transitioned to the artifacts. About 5 years ago, Mike retired from NRCS but he has continued to come to our event and present the Artifact station. He doesn't just show the kid's arrow heads and things like that, he explains how rocks were/are used to make items that we use every day. The children are always fascinated with the variety of rocks. Mike is passionate about artifacts and he knows just how to share his knowledge with the children in a fun and interesting way. I believe that Mike has only missed one year since the inception of our Annual event.

PARTNERSHIP AWARD NOMINEES

Calvin's Distributing – Calvin's Distributing in Hermann has been contributing soda to our 4th grade field days since 2002, when we began providing lunches to the students. They have continued to increase their donation as our numbers increase. They may be the unsung Heroes of our event.

White Mule Winery – For the last two years, the staff at the White Mule Winery has been host to our OMG-Women in Ag Event. Yes, the winery receives compensation for the meal but everything else that is provided is donated with a smile. The committee finds that it is so much easier to host this exciting event without having to worry too much about set up and clean up. They do so much for the event and everything is done with a smile. They have already agreed to host our 3rd event in September 2016.

FSA – We may be in the same office, but they don't have to do all the things that they do. Our ladies of FSA are very active in our 4th Grade Field Days, Field Tours, and OMG-WIA. Without their support during the times that our staff needs to be out of the office, we would be lost. Team work is a vital part of the smooth operation of our daily and special activities.



Prohibited Personnel Practices

By law, Federal employees may not:

- Discriminate
- Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics
- Coerce the political activity of any person
- Deceive or willfully obstruct any person from competing for employment
- Influence any person to withdraw from job competition
- Give an unauthorized preference or advantage to improve or injure the prospects of any particular person for employment
- Engage in nepotism
- Take or threaten to take a personnel action because of whistleblowing
- Take or threaten to take a personnel action because of the exercise of a lawful appeal, complaint, or grievance right
- Discriminate based on personal conduct which does not adversely affect the performance of the employee or other employees
- Knowingly take or fail to take personnel action in the violation of veteran's preference laws
- Violate any law, rule or regulation implementing or directly concerning merit system principles
- Implement or enforce a nondisclosure agreement or policy lacking notification of whistleblower rights

More information may be obtained from:

U.S. OFFICE OF SPECIAL COUNSEL
1730 M STREET, N.W., SUITE 218
WASHINGTON, DC 20036-4505
WWW.OSC.GOV

PHONE: (202) 254-3600* TOLL FREE: 1-800-872-9855*

*Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339



Whistleblower Retaliation

5 U.S.C. § 2302(b)(8)

What Is Whistleblower Retaliation?

A federal employee authorized to take, direct others to take, recommend or approve any personnel action may not take, fail to take, or threaten to take any personnel action against an employee because of protected whistleblowing.

EXAMPLE: A supervisor directs the geographic reassignment of an employee because the employee reported safety violations to senior agency officials.

Protected whistleblowing is defined as disclosing information which the discloser reasonably believes evidences:

1. a violation of law, rule, or regulation,
2. gross mismanagement,
3. gross waste of funds,
4. an abuse of authority, or
5. a substantial and specific danger to public health or safety.

What Can You Do If You Believe Whistleblower Retaliation Has Occurred?

If you believe that you have been subject to retaliation for protected whistleblowing you can file a complaint with the Office of Special Counsel (OSC). OSC is an independent agency that investigates and prosecutes allegations of prohibited personnel practices (PPP) by federal employees. OSC has the authority to investigate PPPs, including allegations of whistleblower retaliation, and may seek corrective or disciplinary action when warranted.

For more information contact:

**U.S. OFFICE OF SPECIAL COUNSEL
1730 M STREET, N.W., SUITE 218
WASHINGTON, DC 20036-4505**

PHONE: (202) 254-3600 TOLL FREE: 1-800-872-9855*

***Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339**

WWW.OSC.GOV



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES


dnr.mo.gov

MEMORANDUM

2016-013

DATE: January 8, 2016

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: District Staff Progression

The Plan for the Future Program Delivery and Operations Subcommittee has been working over the last two years for development of district staff progression, which includes recruitment, professional development and retention. The Soil and Water Districts Commission has concurred with the format for staff progression. The progression line is attached.

Staff progression has two tracks: 1) district staff that work only for their district; or 2) district staff that share their skills with another district(s) to become a "shared" employee.

Sharing SWCD Employees between Multiple Districts

Sharing staff between Soil and Water Conservation Districts (SWCDs) is a way to utilize the strengths of your employees and to better serve the cooperators of the SWCD. The steps needed to have a formal shared employee scenario are:

1. The boards must hold a joint meeting to discuss sharing employees with their district coordinator, district employees and the Natural Resources Conservation Service (NRCS) District Conservationist in attendance.
2. A Memorandum of Understanding (MOU) must be drawn up to define expectations of what the specific shared activities will be for each employee based on the needs of each district. The MOU must be signed by both boards and submitted to the Soil and Water Conservation Program office.
3. The boards must hold a joint meeting once a year at minimum to evaluate how sharing is progressing.
4. Additional state stipend will become available at the beginning of the quarter following the joint SWCD board meeting and the MOU being developed and signed.



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5. Sharing can be discontinued by either board – details should be included in the MOU. An example of an MOU will be sent to the districts at a later date.

Additional Items Related to Sharing

- Not all employees from the same district must be “shared” employees.
- There is a \$1.00/hour additional state stipend for “shared” employees.
- A “shared” district employee must work a minimum of 200 hours per year for another district(s). Shared activities are specific work tasks that an employee does for another district such as accounting, maps, Missouri Soil and Water Information Management System (MoSWIMS) contracts, grazing assistance, terrace layout and design, conservation plan designs, EQIP contracts, etc.
- Activities not considered shared include jointly held items such as Field Office Service Area (FOSA)-meetings, Regional and State Envirothon, Grazing Schools, Women in Agriculture, etc.
- If remote access to a computer in another SWCD(s) is needed for accounting, the board must contact their district coordinator.
- The program office must be contacted to give SWCD employees access to another district’s information in MoSWIMS.
- All SWCD employees can be provided access to MoSWIMS by the SWCD MoSWIMS administrators to work on contracts. MoSWIMS tracks the actions to an employee user account, so it is easily noted who entered information.
- Below are examples of sharing SWCD staff.
 1. SWCD A has two employees. Employee 1 is “shared” by doing the accounting for SWCD B; Employee 2 does technical work only in SWCD A, therefore, is not “shared.”
 2. SWCD B has three employees; all are “shared.” Employee 1 plans and certifies all grazing systems for SWCD A; Employee 2 is training SWCD A employee 2 on the terrace design tool and is laying out and designing terraces for SWCD A; Employee 3 is doing all the info/ed activities for both SWCDs.

Comments on the Progression Line

- All salary increases must be approved by the board and noted in the SWCD minutes.
- The Program Office has automatically increased stipends January 1st for all SWCD employees that qualify for an increase.
- State stipend for salary will only be updated at the quarter (July 1st, October 1st, January 1st or April 1st). If an employee becomes eligible during the quarter for the next step on the progression line, the state stipend will be increased and take effect on one of the dates listed above. The Employee Stipend Change Request Form must be completed and signed by the SWCD board for any future stipend increases. (This form will be posted on the SWCD intranet site.) For example, if an employee meets the qualification for a District

Specialist II on February 23, their state stipend will increase and take effect on April 1 but only if the Program Office has received the Employee Stipend Change Request Form from the district.

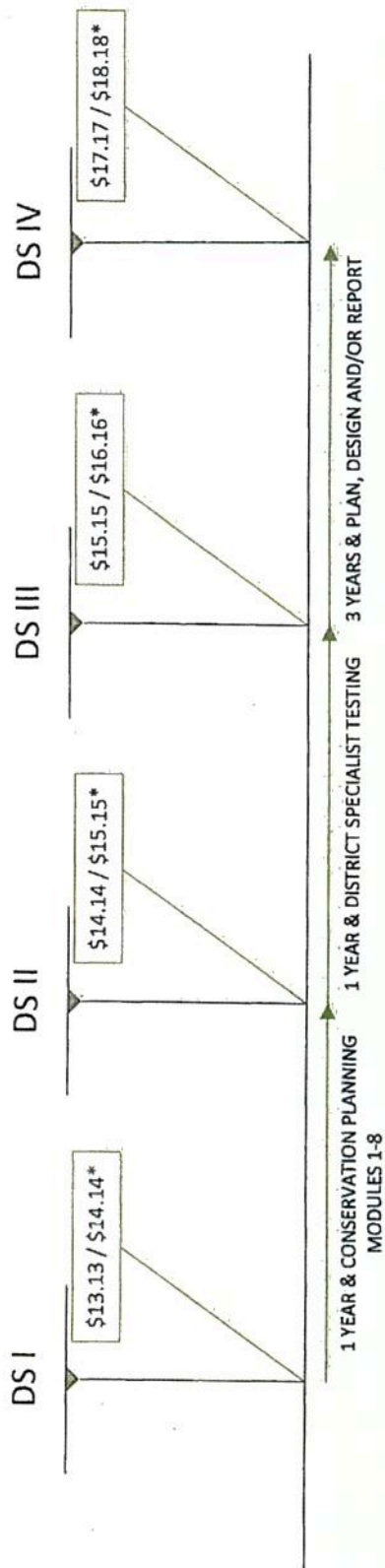
- In order to qualify for the engineering job approval authority, an employee must have level II approval authority in Design, Construction, and Inventory & Evaluation for one practice.
- Information on Nutrient Tracking Tool (NTT) and Document Management System (DMS) will be sent to the districts at a later date.
- If an SWCD employee completed their conservation planning before Conservation Planning Modules 1-8 were available, they still need to complete the modules. They have until the end of third quarter (March 31st) to complete the modules.
- Only time spent as an SWCD employee counts toward the progression line. Time spent as an NRCS or a Department of Natural Resources employee does not count.
- If a district hires a former intern as a permanent employee, the time the employee spent as an intern does not count towards the progression line.
- Years of service on the progression line will be prorated for part-time employees. For example if an employee is half time (1040 hours per year) they will need to work for the district for 10 years before they meet the 5-year progression to be a District Specialist IV.

If you have any questions, please contact your district coordinator. Thank you.

CM:jbd

Attachment

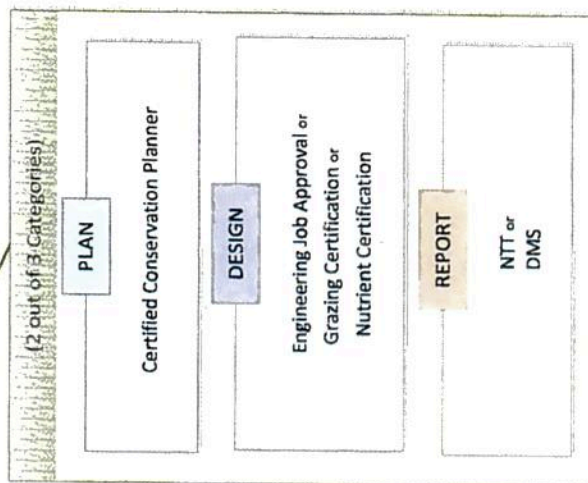
DISTRICT SPECIALIST PROGRESSION



* higher amounts reflected are for shared employees

BASELINE DISTRICT SPECIALIST TESTING
(4 out of 7)

- Conservation Practices
- Soils
- Survey
- Planning
- District Operations
- Financial
- MoSWIMS





Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES


dnr.mo.gov

MEMORANDUM

2016-014

DATE: January 8, 2016

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: Nutrient Management Plan Requirement for N312 Animal Waste Facilities

The N312 Beef Waste Management practice is becoming a widely used practice. As districts have been working with landowners and developing contracts for the practice for the first time, questions have arisen regarding the requirements for a nutrient management plan. District staff have been inquiring about the Soil and Water Districts Commission's policy for a nutrient management plan. The N312 policy states that "all nutrients applied must be in accordance to the Nutrient Management (590) standard," which program staff did not interpret as requiring a Comprehensive Nutrient Management Plan (CNMP).

Recently program staff met with Natural Resources Conservation Service (NRCS) management to discuss nutrient management plan requirements for the N312 practices. The NRCS state office has the requirement in their General Manual that if NRCS staff provide technical assistance for a waste storage facility, a CNMP must be developed. Furthermore in the manual, a producer is required to sign the CNMP before the installation of any waste storage facility.

Based on the meeting with NRCS staff and clarifying their planning requirements, the program's understanding of what is required for a nutrient management plan for the N312 has changed. NRCS assistance and partnership in our program is essential for success. Therefore, effective immediately, prior to developing a contract for an N312 practice, the landowner must have a signed CNMP.

On January 13, 2016, NRCS and the Soil and Water Conservation Program are planning to host a training conference call to discuss planning requirements to answer questions about Animal Waste Facilities. Thank you.

CM:djs



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM

2016-015

DATE: January 14, 2016

TO: All Soil and Water Conservation Districts

FROM: Colette Weckenborg, Fiscal and Administrative Manager
Soil and Water Conservation Program

SUBJECT: Employee State Stipend Change Requests

Any requested change to an employee's salary and/or benefits that is eligible for state stipend must be communicated to the program office through completion and signature of the Employee Stipend Change Request Form. Only information that is requested to be changed should be completed on the form. This form is to also be utilized to inform the program of benefits selection for incoming staff.

The form is located at: <http://swcd.mo.gov/internal/stipend-change-request-form.xsn>

POSITION

If an employee has met the years of service or certification requirement in order to meet staff progression advancement, the form must be provided to the program office to ensure appropriate stipend for the given individual.

SALARY

If any adjustments are made to the state stipend for salary, the program office must be notified by completion of the form. Modifications requested to state stipend for salary will be adjusted for the next upcoming quarter.

HEALTH INSURANCE

Selection of provided health insurance plans and/or participation must be communicated to the program office through completion of the form to determine the appropriate stipend is provided to the district. The form's information is for stipend allotment only; staff will still be required to complete any required enrollment forms with the health insurance provider.



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MEMO TO—All Soil and Water Conservation Districts
Page 2

RETIREMENT

To determine state stipend for retirement benefits for new employees or make adjustments to current staff, the form will be required to be submitted to the program. District boards should ensure the effective date provided complies with established district policy.

Any requested changes to state stipend mentioned above must be completed through the form and emailed to soil&waterconservationprogram@swcd.mo.gov.

If you have any questions please contact your district coordinator. Thank you.

CW:djs



LESA LIETZOW

GASCONADE COUNTY CLERK

119 E. 1ST ST., ROOM 2, HERMANN, MISSOURI 65041
(573) 486-5427 FAX (573) 486-8893
EMAIL : gasconade@sos.mo.gov

LYNN KURRELMEYER
CHIEF DEPUTY CLERK

LORRIE KOELLING
DEPUTY CLERK

January 15, 2016

Gasconade County Soil & Water Conservation District
314 S. Olive
Owensville, Mo 65066

Dear Members Soil & Water Conservation District,

This notice is to inform you that the Gasconade County Commission has tentatively approved your budget for 2016 as follows:

Requested	Approved
<u>\$ 2,325</u>	<u>\$ 2,325</u>

The official budget adoption will be Thursday, January 28, 2016 at 9:00 a.m.

Sincerely,

Lesa Lietzow
County Clerk / Budget Officer

REGULAR OPEN MEETING GASCONADE COUNTY SWCD

Posted January 27, 2016, 3:00 p.m.

AGENDA

USDA Service Center, 314 S Olive, Owensville, MO 65066

Tuesday, February 2, 2016, 6:30 p.m.

- ☐ Open Meeting –Chairman
- ☐ Review Minutes - Secretary
 - January 2016
- ☐ January Financial Review
 - Treasurer's Report
 - Time Sheets

Unfinished Business

- ☐ Education Seminar
- ☐ Specialist Testing for Craig Doerr – Board Approved 01/07/16 via e-mail
- ☐ Allocation Sheet

New Business

- ☐ Cost-Share –
 - Fund Status
 - Time Extension Requests
 - Harry Scott Smith
 - Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

Name	Cons Plan	Cost-Share Practice	Description	Application Number
Chelten Fricke		N472	650' 2 strand electric	062-16-0037 PYMT
CLENS LLC	C/S	DLS-5	1,195 CU YD Diversion	062-16-0051 CNT
Glen Allen/Lisa Ann Henneke	C/S	DSL-44	515' earthwork 580' pipeline	062-16-0055 CNT
Larry/Shari Klekamp	C/S	DSP-3.2	2955' pipeline, 4 tanks	062-16-0056 CNT
Larry/Shari Klekamp		DSP-3.1	300' well	062-16-0035 PYMT
Leroy/Delores Diekmann		DSP-3.2	4947' pipeline, 3 tank, 1 Hyd	062-16-0038 PYMT
Leroy/Delores Diekmann		DSP-3.3	5476' high-tensile	062-16-0039 PYMT
Lonnie Holland	HEL			
Kevin/Diane Hollander		DSP-3.5	46.8 acres	062-16-0041 PYMT

Approved by Debra Nowack, 01/07/16

- ☐ NRCS & District Reports – Melinda Barch
- ☐ Central Region Envirothon – Donation Request (Budgeted \$50 + Staff)
- ☐ State Envirothon – Donation Request (Budgeted National \$50)
- ☐ **Mark the Date -** Area 5 Meeting, March 28, 2016, Union MO
- ☐ Annual Plan of Action
 - ☐ Annual Meeting Planning – April 7, 2016, 6 p.m.
 - ❖ Awards – Landowner, Volunteer, Partnership
 - ❖ Carol's Catering – See Manager Report
 - ❖ Jacob Bockting – Speaker
 - ❖ Silent Auction?
 - ☐ Civil Rights/EEO Training – Melinda Barch
- ☐ Additional New Business
 - None

- ☐ DNR Memorandums and Letters
 - Memorandum 2016-013, District Staff Progression
 - Memorandum 2016-014, Nutrient Management Plan Requirement for N312 Animal Waste Facilities
 - Memorandum 2016-015, Employee State Stipend Change Requests
- ☐ Mail
 - Gasconade County Allocation
- ☐ Calendar of Events –
 - February 3, Envirothon Planning Meeting – Diana out of office
 - February 15 -George Washington's Birthday Holiday – Office Closed
 - February 17-18 - Education Seminar, Capital Plaza Hotel, Jefferson City
 - February 19 – Contractor's meeting – Westphalia, MO 10:00 a.m.
 - February 29 - Forage & Beef Conference –Cuba, MO
- ☐ Adjourn. Next meeting scheduled for Thursday, **March 10, 2016, USDA Service Center, 6:30 p.m.**

Soil & Water Conservation District Boards may go into closed session at this meeting if such action is approved by a majority vote of the board members who constitute a quorum to discuss legal, confidential, or privileged matters under § 610.021(1), RSMo 2000; personnel actions under §610.021(3); personnel records or applications under §610.021(13), records under § 610.021(14), or audit issues under § 610.021(17), which are otherwise protected from disclosure by law.

- CNT – CONTRACT
- CO() - CHANGE ORDER(NUMBER)
- PRE – PRE-APPROVAL
- PYMT – PAYMENT